

Kentucky Applied Behavior Analyst Licensing Board

January 23, 2015

A regular meeting of the Kentucky Applied Behavior Analyst Licensing Board was conducted on January 23, 2015 at the Office of Occupations and Professions, in Frankfort, Kentucky.

<u>Members Present</u> Tammy Hammond-Natof, PhD - Chair Anne Gregory Steve Foreman, Vice Chair Cyndi Blackledge, PhD <u>Members Absent</u> Stephen Wood Scott Brinkman, Attorney at Law	<u>Occupations and Professions Personnel</u> Lindsey Melton, Board Administrator <u>Others</u> Michael Head, General Counsel
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Call to Order

Dr. Natof called the meeting to order at 10:10am.

Approval of Minutes

Minutes of the November 21, 2014 meeting were presented for the Board's review. Mr. Foreman made a motion to approve the minutes as presented. Ms. Gregory seconded that motion and it carried.

Financial Report

The Board reviewed the financial report ending December 31, 2014.

Mrs. Melton informed the Board that management from the Office of Occupations and Professions would be attending a meeting in the near future to discuss the upcoming Biennial Budget to be decided during the 2016 legislative session. Mrs. Melton explained that if the

Board knew of any expenses coming up that would require additional funding that they are currently not receiving this would be a great time to let the office know so that they can relay that information on to the appropriate people. The Board decided that due to the increase in complaints filed by the Board that it may be beneficial to have extra funding for their legal fees should they become larger. This would also help if investigative fees became a little higher.

Report from O&P

Mrs. Melton reported the office has hired a new Section Supervisor. Robin Vick has been promoted from Board Administrator to Section Supervisor and while currently on maternity leave, began her new duties on January 1, 2015. Due to short staffing she will continue to work with her boards until her replacement is hired.

The Attorney General's Office has two vacancies at this time with the move of Angela Evans, and Jeremy Reed. Mr. Reed served as the counsel for the Behavior Analyst board. The AG's office hopes to have these vacancies filled as quickly as possible.

Board Counsel Report

Assistant Attorney General Michael Head sat in and represented the Attorney General's Office. Mr. Head explained that he was aware of the complaints the Board was working on filing and requested some time to work on revising the language for those complaints. Mr. Head and Dr. Natof will work on these items together and the Board will review in the February meeting.

Old Business

The application revisions have been completed and need to be filed with the Legislative Research Commission. Dr. Natof will send the electronic copy to Mr. Head for him to file with LRC before February 15, 2015. Mr. Foreman made a motion to approve the application revisions and supervisory documents. Dr. Blackledge seconded that motion and it carried.

The Board is almost ready to send out the complaint letters regarding unlicensed practice. Mr. Head offered to look over the letter that would be going out and add some additional language. Once that has been completed, Mrs. Melton will need to send these letters out certified to each individual person.

New Business

Mrs. Melton reported there were ten (10) applications for the January meeting. The following applications were approved:

- Jennifer Stephens – Licensed Behavior Analyst

- Amanda Ralston – Licensed Behavior Analyst
- Jacob Powell – Temporary Licensed Behavior Analyst
- Jennifer Clayton – Licensed Behavior Analyst

The following were approved pending further documentation:

- Nicole Campbell – Licensed Behavior Analyst
- Jordan Hall – Temporary Licensed Behavior Analyst
- Stephanie Manecke – Temporary Licensed Behavior Analyst
- Jeffrey Bolin – Temporary Licensed Behavior Analyst

The following were deferred:

- Kaylon Carpenter – Licensed Assistant Behavior Analyst
- Lindse Mitchell – Hurd – Licensed Behavior Analyst

The Complaints Committee reported they have heard from the Investigator on the case they have handed over to him and that case is still on-going.

Mrs. Melton reported there are currently 92 licensees at this time.

Travel and Per Diem

Mr. Foreman made a motion to approve travel and per diem for today's meeting. Ms. Gregory seconded that motion and it carried unanimously.

Adjournment

Mr. Foreman made a motion to adjourn the meeting. Ms. Gregory seconded that motion and it carried unanimously. Meeting adjourned at 11:46am.